

City of Circleville



Civil Service Commission

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Matthew Tootle
Chairperson

Stacy Young
Vice-Chairperson

Amy Elsea
Member

Circleville Civil Service Commission

Meeting Minutes

Friday, November 15, 2024 – 8:30 AM

I. Roll Call:

The Circleville Civil Service Commission was called to order at 8:31 AM on Friday, November 15, 2024, by Chairperson Matthew Tootle. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, Amy Elsea, Commission member, and Valerie Dilley, Commission Secretary. Guests: None.

II. Approval of Agenda

Ms. Young offered a motion to approve the agenda as amended. Mr. Tootle seconded the motion. Vote: All yeas.

III. Reading/Approval of Minutes

A. Regular Meeting Minutes – October 8, 2024

Ms. Elsea offered a motion to accept the October 8, 2024 meeting minutes as written. Ms. Young seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

The following items of correspondence were read and entered into the record.

- A. Appointment of Chief of Police Kenny Fisher
- B. Appointment of Police Sergeant Matthew Harrell
- C. Appointment of Maintenance Worker I Nathan Strawser
- D. Notice of Termination of Probationary Employment
- E. Notice and Waiver of Pre-Disciplinary Conference
- F. Notice of Termination of Employment

V. Unfinished Business

None

VI. New Business

A. Request to open a testing period for the position of Communications Officer

Ms. Elsea offered a motion to open a testing period for the position of Communications Officer. Ms. Young seconded the motion. Vote: All Yeas

B. Request to open a testing period for the position of Fire Fighter

Ms. Young offered a motion to open a testing period for the position of Fire Fighter. Ms. Elsea seconded the motion. Vote: All Yeas

C. Request to open a lateral transfer application period for the position of Fire Fighter/Paramedic

Ms. Young offered a motion to open a lateral transfer application period for the position of Fire Fighter/Paramedic. Ms. Elsea seconded the motion. Vote: All Yeas

D. Approval of 2025 meeting dates

Ms. Elsea offered a motion to approve the 2025 meeting dates. Ms. Young seconded the motion. Vote: All Yeas

VII. Public/Informal Time

VIII. Adjournment

Meeting adjourned at 9:41 AM